

Butte County, California – 2008 Election Plan

The California Secretary of State has required all counties to file election observer, physical security and communication plans before each election.

A. County and Voting System Information

1. Name of county: **Butte**
2. Name of contact: **Candace J. Grubbs, County Clerk-Recorder/Registrar of Voters**
3. Contact's phone: **530 538-7762 (Laurie Cassady, Asst Co Clerk-Registrar of Voters)**
4. Date of plan: **January 28, 2008**
5. Vendor and voting systems used by the county: **Premier Election Systems, Inc.**
6. Is this your first election using this voting system? **No.**
7. Do you have separate systems for early voting, precinct voting, and absentee voting? **Yes.**

If so, please list each.

Precinct: AccuVote-OS (tabulation at central counting center) (Rev 1.96.6)

Precinct: AccuVote-TSX (Rev. 4.6.4)

Vote By Mail: AccuVote-OS (Rev 2.0.12)

B. Election Communications

An election communications plan addresses the manner in which the county elections official, staff, and poll workers communicate in the course of conducting an election. It also deals with preparing for and resolving situations that may arise on Election Day.

1. In the event of a natural disaster, terrorist attack, electricity blackout, or systemic equipment failure, what procedures are in place to ensure quick and immediate communication with poll workers?

All precinct Inspectors have access to private phone at polling place or are issued a cell phone. In addition, all Field Inspectors in each assigned geographic region have cell phones and direct radio contact with “Call Center” located in the Butte County Office of Emergency Services (OES).

Chief Inspectors have cell phones. The elections office keeps an updated list of Chief Inspector phone numbers so that communication lines can be kept open and communication can occur.

The Precinct Officer handbook includes phone numbers for emergency contact/situations. The first sheet in the Precinct Inspector’s binder contains a telephone number/contact list. .

The Elections Office has a “Call Center” located at OES. In the event that a natural disaster, etc. occurs, the OES operations and election operations center will be in close communication and co-located so that information can be communicated to the precinct inspectors.

2. Do you have a bank of phones solely designated for poll workers to call and ask questions? **Yes, Call Center for technical support and dispatch located at OES. This is single phone number with roll over lines for up to 10 multiple answering points. Phone dedicated radios are utilized from the call center located at OES, to approximately 14 Field Inspectors in dedicated geographic areas. In addition, the Elections Office also utilizes dedicated poll worker phone numbers to alleviate phone congestion with general call taker lines for the public.**
3. What is the percentage of polling places that have public telephone access? **90% of our polling places have private phone access available only to precinct officers. The remaining 10% are provided cell phone for use by precinct officers only. Also the Chief Inspectors have cell phones and Field Inspectors have radio/cell phones.**
4. Are the phones close enough for poll workers to use to contact the county elections office, if necessary? **Yes.**
5. Are poll workers in those locations provided information on calling collect, or are they provided adequate change or a calling card to pay for the phone calls? **The Elections Office provides toll free phone numbers for all poll worker contacts when long distance charges may be incurred.**
6. What about locations without convenient pay phones? **Precinct Officers utilize the private phone located at the polling place or use cell phone.**
7. Do you record the cell phone and/or pager numbers of poll workers? **Yes.** If so, do you inform them to keep them turned on in case they need to be contacted? **Yes.** Are they reminded to charge the phones before Election Day? **Yes.**
8. Do you provide a convenient sheet with contact information to poll workers? **Yes, the first sheet in the Precinct Inspector’s binder contains a telephone number/contact list. The precinct officer handbook also contains the same information. Chief Inspectors and Field Inspectors are provided with a card listing all contact information that they also provide to the Precinct Officers assigned to their area.**

Election Communications Continued

9. If no poll worker at a polling place has a cell phone or pager, do you issue one to the precinct captain? **Yes, See B. 1.**
10. How extensive is your system of troubleshooters or rovers on Election Day? **The Butte County program for Field Inspectors (troubleshooters) is very extensive. Assignments will include approximately 14 Field Inspectors and 34 Chief Inspectors, each with cell phones assigned by the elections office. All Field Inspectors also have radios for direct communication to the Call Center. Field Inspector training is extensive and includes 2.5 days of training.**
11. What is the ratio of troubleshooters/rovers to polling places? **The average Field Inspector has approximately 5 polling place locations assigned to their region. Depending on the rural or urban density, this ratio may be higher in urban areas and less in rural areas. "Drive time" to the polling place is considered during the assignment of polling locations.**
12. How often are they supposed to check in with each assigned polling place? **The goal is to have each Field Inspector visit their assigned polling locations at least 4 to 5 times on Election Day. Each Field Inspector must check in 4 times during the day with each polling location. The Field Inspector is to check each polling location once by 7am to verify that the precinct opened and once after the polls close.**
13. How often are they supposed to check in with the county elections office? **Field Inspectors are to call the Call Center via radio upon leaving each polling location.**
14. If a systemic problem with equipment were to occur, how would poll workers be notified about the way to handle the problem? **All Field Inspectors would be notified immediately via radio of the situation. These individuals will then visit each of the polling locations they are assigned to. The Call Center could also begin calling Chief Inspectors at polling locations proactively if the problem warrants.**

C. Physical Security

Physical security addresses how secure voting equipment, ballots, and the tabulation process are from external factors such as tampering, environmental degradation (such as from jostling, heat, water damage, etc.), unauthorized access, etc.

I. Pre-Election

1. What procedures do you have in place to assure the physical security of voting machines and paper ballots prior to an election? **All TSX memory cards are bar coded and inventoried. The OS memory cards are under Administrative control at the central counting center at ALL times, located in the Butte County Elections Office. All TSX units are bar coded and inventoried. All AVPM TSX Housing Units and AVPM-TSX Security Canisters are tagged and inventoried. A Chain of custody log for TSX is kept which includes the bar code and security seals from our inventory system. These are then linked to the poll worker who is assigned the equipment. The optical scan precinct paper ballots are stored at the secured warehouse facility. Access to this room is controlled by ID badge and access log. In addition, personnel must wear ID badge with photograph. This facility has visual camera surveillance at all times, as well as alarmed system and motion detection during times when personnel are not present. In addition, the alarm system initiates a call to local police and administrative numbers.**

The optical scan ballots used for voting by mail are stored in a secured room located at the Vote by Mail Facility and at the Butte County Elections Office. Access to these rooms is controlled access logs. In addition, personnel must wear ID badge with photograph. During non-working hours this area is also alarmed with motion detectors and an alarm system that initiates a call to local police and administrative numbers.

The Optical Scan Memory Cards used to count the precinct paper ballots and the Optical Scan units used to count the vote by mail and precinct ballots, are under administrative control at the central counting center, at ALL times, location in the Butte County Elections Office. Access to this room is controlled by access log. In addition, personnel must wear ID badge with photograph. During non-working hours this area is also alarmed with motion detectors and an alarm system that initiates a call to local police and administrative numbers.

Tamper evident seals are used in accordance with the submitted Use Procedures for the voting system.

2. How and where are equipment and ballots stored, and how is the facility secured against theft, tampering and vandalism? **See C.I.1 above**
3. What protections are in place to assure access is permitted only for authorized personnel? **ID Badge with photograph are used in all working areas of the Butte County Elections Office, server room, warehouse and vote by mail facility. Special keys and codes for alarm access are used to identify personnel ingress and egress. This system also logs the date and time of access to the working areas. Access logs are kept at the central counting center, server room, warehouse and vote by mail facility.**
4. When software upgrades are installed, what effort is taken to assure that the upgrades are state certified? **Election Staff receives upgrades directly from the Secretary of State's Office that has been verified by State personnel. The software that the county received is kept in a fire-proof safe in the highly secured server room. For the present election, Butte County Elections Office Information Systems staff re-loaded software received directly from the Secretary of State's Office in the following areas:**
 - **Server reload of operating system and all application software.**
 - **Firmware reload of all precinct count and central count optical scan units (new ROM chips)**
 - **Reload of TSX firmware and ballot station application software**

Are the software versions verified? The State is responsible for acquiring the software media and verification, and then forwards the media directly to the county.

C. Physical Security, Pre-Election Continued

5. Does a county employee or a vendor employee install the upgrades? **County employee.**
6. Do vendor employees ever handle any voting equipment? **Yes, but only with oversight of county employee.**
7. If vendor employees are allowed to handle voting equipment before the election, must county employees be present? **Yes.**

II. Poll Workers and the Transportation of Equipment

1. Do you require poll workers to complete a detailed application form? **No.**
2. Do you conduct any type of background check on poll workers? **No.** If so, what type of check do you conduct and who performs it?
3. Are voting equipment components and/or ballots transported to polling places by county employees or poll workers? **Poll Workers.**
4. How are voting equipment components and/or ballots transported to the polling places? **Butte County follows a “two person” rule for poll workers or “election night workers” transporting ballots and election equipment to and from the polling locations.**
5. When are voting equipment components and/or ballots transported to the polling place? **Optical Scan paper ballots are transported to the polling location by poll workers on election morning. TSX unit is transported to the polling place the afternoon or evening prior to election morning.**
6. If poll workers transport voting equipment and/or ballots, when do they receive the equipment/ballots? **The optical scan paper ballots, TSX units are received by the poll worker on the Saturday prior to election day.** If significantly in advance of the election, how and where were they stored until the election? **See response for description of Secured warehouse environment.** Are tamper-proof seals utilized for this purpose? **Yes**
7. Does your county keep detailed logs of who takes custody of which equipment/ballots, and their contact information (Note: some voting system certifications now require chain of custody logs)? **Yes.**
8. How are voting equipment components and/or ballots secured from tampering from the time they leave county custody to the time they are delivered to the polling places? **Poll Workers are trained during classes that equipment and ballots are NOT to be kept in their vehicles from pickup time to delivery to the polling location. Equipment is to be stored in a secured dry environment in their domicile. A tamper evident seal is placed over both the locked doors of the TSX unit, as well as at least one screw hole of the unit case. Both the power button door and the door housing the memory cards are sealed with tamper evident bar coded seals which are inventoried to the specific TSX unit. The poll worker is to sign a statement on election morning that the seals are intact prior to powering the unit on.**
9. Are serialized or other secure tamper-proof devices/seals placed on all ports where memory cards are inserted (as specified in the procedures adopted for use of voting equipment in California)? **Yes, see 8 above.**

C. Physical Security, Poll Workers and Transportation Continued

10. How are your poll workers, as part of their training, trained to be alert for signs of pre-election tampering? **During training class poll workers are instructed to verify that seals are intact. During the day, poll workers and field inspectors are instructed to be alert for suspicious activity in and about the polling location.**
11. How are your poll workers, as part of their training, trained to be alert for the type of activity indicating someone is potentially tampering with a DRE or with any access card or access code on Election Day? **Poll Workers are trained to keep an eye on suspicious activity in the polling place, including voters who stay in the booth for long periods of time, voters who seem confused, or voters who need help, etc. Poll Workers are trained to call the office if any suspicious activity is noted. However, we are not training poll workers to view voters as potential felons.**
12. How are your poll workers trained about how to respond if tampering is suspected or discovered? **Poll Workers attend 2 hr training class. Chief Inspectors attend 2 hr training class. Voting System Specialist attend 4 hr training class. Poll Workers instructed to call the “Call Center”, so that a Field Inspector can be dispatched to the polling location. Field Inspectors attend a 2.5 day training class and trained to log and describe any activity associated with tamper evident seals on their written precinct call logs.**
13. Do poll workers log instances of suspected tampering? **Yes, see 12 above.** If so, where is this logged? **Incident Report & Seal Verification Log and also reported to “Call Center”.** How does the county respond to these reports? **Precinct Officer will call “Call Center” and the unit is taken out of service. Field Inspector will be dispatched with replacement unit.**
14. Do poll workers log instances of any anomaly with the voting system? **Yes** If so, where is this logged? **Incident Report and also reported to the “Call Center”.** How does the county respond to these reports? **Field Inspector, staff, and District Attorney will investigate. If there is any problem with suspected tampering or chain of custody, the unit is impounded, taken out of service and replaced.**
15. How are your poll workers trained should a piece of equipment not be usable because of a security requirement (i.e. wrong password)? **Poll Worker calls the “Call Center”. Incident are logged and Field Inspectors are sent to investigate. The unit is impounded and is taken out of service and replaced.**

III. Election Day

1. If your county uses a DRE system which utilizes a “Smart Card” to activate voting, are poll workers trained to only issue a card to a voter once a voting station is available? **Yes**
2. Are poll workers trained to ensure that if lines of voters form at the polling place, that the line forms at the registration table and not at the voting stations? **Yes**
3. Do county “troubleshooters,” “rovers” or other election assistants circulating to polling places on Election Day survey each polling site for any evidence of tampering or attempted intrusion into voting equipment? **This is done at the beginning of the day, prior to the unit being turned on by the poll workers.**

C. Physical Security Continued

IV. Post-Election

1. During transportation of election materials to the central count or remote count locations, are all paper ballots and electronic election media in the possession of at least two election officials/poll workers? **Yes.**
2. How does your office ensure the protection of the election tabulation process by securing the premises where the vote tabulation is being conducted and not allowing unauthorized and unescorted personnel to be in contact with tabulation equipment? **Butte County controls access to the tabulation area and server room via photo ID Badge and access logs. Only authorized personnel have access to this area. Butte County has law enforcement officials on-site during tabulation of ballots. The tabulation area is alarmed with motion detectors when personnel are not present. This room has large windows for observers.**
3. What physical security measures have you implemented for the room containing the computer running the tabulation software? **See item C.I.1 & 3 & C.IV.2.**
4. Are printed results tapes and a back-up copy of the tabulation placed in locked storage in a secure location after tabulation? **Yes.** If so, how long do they remain there? **22 months.**
5. On election night, during or following tabulation, are all of the event logs, ballot images and summary totals from each cartridge used in the election backed up to the tabulation database? **Ballot Images and Summary totals are uploaded to the tabulation database on the server system. Upload of memory card logs are stored on the server. Event logs are not up loaded from the TSX units to the server on election night and remain on the ballot station and can be printed at a later time. TSX units are stored after election day in the same secure warehouse environment used for storage prior to election day. Counted paper ballots are stored at the elections office in a secured "alarmed" room during election night and the canvass period.**
6. Are audit logs of every action and operation on any voting equipment or software maintained and retained until the period for contesting the election has expired? **Yes.**
7. How do you ensure that the server is physically secure from tampering? **The server is completely isolated from any other device and network in a locked "alarmed" room. It is a standalone system. The room where the server is located is locked and has password code for entry. Only authorized personnel have access to server room and access to server room is under a "two person" rule. This room has large windows for observers. Is it isolated from any other system? Yes.**

V. Other

1. Has your office ever utilized a third party to evaluate the physical security of your facility, the procedures utilized to secure equipment and ballots before, during and after an election or the training of poll workers or staff regarding potential breaches of physical security? If so, when and by whom? **Yes, May 2006 by Forefront Elections.**
2. Is there any other information you can provide regarding the physical security of your ballots, voting equipment, server, and facilities? **No.**
3. Is there any other information you can provide regarding the training of your poll workers and election staff about physical security of ballots and equipment? **No.**
4. What type of tamper-proof seals do you use? **Bar coded tamper evident seals.** On what parts of the voting system are these seals used? **A tamper evident seal is placed over both the locked doors of the TSX unit, as well as at least one screw hole of the unit case. Both the power button door and the door housing the memory cards are sealed with tamper evident bar coded seals which are inventoried to the specific TSX unit. The security canister utilizes a plastic numbered snap seal. The optical scan transport boxes, as well as the voted ballot container both utilize tamper evident seals.**

D. Election Observer/Logic & Accuracy Board

I. Purpose

The Election Observer Panel and Logic & Accuracy Board are combined into a single panel serving both functions. Pursuant to Sections 4.5.3 & 4.7 of the “Procedures Required For Use Of The Premier Election Solutions, Inc. Voting Systems”, the purpose of the panel is to observe all procedures of the ballot count process, verify that the program accurately tallies the logic and accuracy test ballot cards, assist in ensuring the integrity of the election process, encourage participation and build voter confidence in the election process.

II. Invitation

At roughly E-29, requests for appointment is made by phone or email to the Butte County Grand Jury. Three members of the Butte County Grand Jury are appointed by the County Clerk-Recorder/Registrar of Voters to serve on the Logic & Accuracy Board.

III. Duties, General Rules of Conduct, Ground Rules

The Logic & Accuracy Board is responsible for:

1. The duties set forth below:

- Receive from elections official all test materials.
- Take steps to ensure the security of the said materials before, during and subsequent to the election, except when said materials are properly in the possession of the elections official.
- Observes the performance of all required tests
- Verify that the ballot counting program accurately tallies the logic and accuracy test ballot cards.
- Note any discrepancies and problems and affirms their resolution or correction.
- Certify to the performance of each of the above prescribed duties.
- Sign the appropriate certificates.
- Wear an identification badge.
- Must be courteous and maintain a professional manner while observing the election processes.

2. Panelists may:

- Make notes and watch all procedures.
- View all activities at the central counting site.
- View the canvass of the vote activities following the election.
- View absentee and provisional ballot processing.
- Ask questions of supervisors at the central counting site.

3. Panelists may not:

- Interfere in any way with the conduct of the election.
- Touch any voting materials or equipment or sit at the official worktables.
- Converse with voters (within 100 feet of the entrance to a polling place or elections office or warehouse) regarding the casting of a vote, or speak to a voter regarding his or her qualifications to vote.
- Display any election material or wear campaign badges, buttons or apparel.
- Wear the uniform of a peace officer, a private guard, or security personnel.
- Use cellular phones, pagers, or two-way radios within 100 feet of the entrance to polling place or elections office or warehouse.

IV. Orientation and Pre-Election, Pre-Tabulation and Post Election Test Observation and Verification

The Logic & Accuracy Board meets in the Butte County Elections Office roughly ten - twelve days prior to the election for an orientation/overview of the ballot count process and to perform and verify the logic and accuracy tests.

On Election Night the Logic & Accuracy Board observes the ballot count process and remains throughout the evening until all ballots are counted.

During the official canvass the Board will return to observe ballot count process of updated results.